



APPLICATION MATERIALS REQUIRED FOR **CONDITIONAL USE PERMIT REVIEW**

Submit the following to the City of Sherwood Planning Department, 22560 SW Pine St., Sherwood, OR 97140: (503) 625-5522.

It is strongly suggested that you have a pre-application meeting with the City prior to submitting for Site Plan Review. (See *Pre-application Process* form for information.)

Note: Clean Water Services (CWS) requires a pre-screening to determine if water quality sensitive areas exist on the property. If these sensitive areas exist, a Site Assessment and Service Provider Letter is required prior to submitting for Site Plan Review or undertaking any development. **This application will not be accepted without a completed Pre-Screening Form and if required a Service Provider Letter.** Please contact CWS at (503) 681-3600.

If the proposal is next to a Washington County roadway, the applicant must submit an Access Report (Traffic Study) to Washington County Department of Land Use and Transportation (503) 846-8761. **This application will not be accepted until an Access Report (Traffic Study) is submitted to Washington County and the Access Report is deemed complete by the County; or written verification from Washington County that an Access Report is not required is provided.**

I. Fees - See City of Sherwood current Fee Schedule, which includes the “Publication/Distribution of Notice” fee, at www.sherwoodoregon.gov. Click on Departments/Planning/Fee Schedule.

Note: The above fee is required at the time you submit for land use review. Additional fees will be charged for building permit, system development charges, impact fees and other fees applicable to the development. These fees will be charged when you make application for building permit. Building permit application will not be accepted until site plan approval is issued.

II. BACKGROUND INFORMATION (all materials collated to create 12sets)

*Note that the *final* application must contain twelve (12) folded sets of the above, however, upon initial submittal of the application and prior to completeness review, the applicant may submit three (3) complete folded sets with the application in lieu of twelve (12), with the understanding that twelve (12) complete sets of the application materials will be required before the application is deemed complete and scheduled for review.

- ☐ **Application Form** – One original and eleven (11) copies of a completed **City of Sherwood Application for Land Use Action** form. All owners must sign the application form.
- ☐ **Documentation of Neighborhood Meeting** - Affidavits of mailing, sign-in sheets and a summary of the meeting notes shall be included with the application.
- ☐ **Tax Map** - Twelve (12) copies of the latest Tax Map available from the Washington County Assessors Office showing property within at least 300 feet with scale (1"=100' or 1"= 200') north point, date and legend.
- ☐ **Mailing Labels** – Two (2) sets of mailing labels for property owners within 1,000 feet of the subject site, including a map of the area showing the properties to receive notice. Mailing labels can be obtained from a private title insurance company. Ownership records shall be based on the most current available information from the Tax Assessor's office. *It is the applicant's responsibility to provide mailing labels that accurately reflect all property owners that reside within 1,000 feet of the subject site.*
- ☐ **Vicinity Map** – Twelve (12) copies of a vicinity map showing the City limits and the Urban Growth Boundary
- ☐ **Narrative** – Twelve (12) copies and **an electronic copy** of a narrative explaining the proposal in detail and a response to the Findings of Fact for Conditional Use Permit Approval, located in Chapter 16 of the Municipal Code/Zoning & Development, Section 16.82. The Municipal Code/Zoning & Development is available online at www.sherwoodoregon.gov.
- ☐ **Electronic Copy** – An electronic copy of the entire application packet. This should include all submittal materials (narrative, vicinity map, mailing labels, site plan, preliminary plat, etc.).

III. REQUIRED PLANS

Submit twelve (12) sets of the following folded full-size plans and **an electronic copy**. Plans must have:

- 1) The proposed name of the development. If a proposed project name is the same as or similar to other existing projects in the City of Sherwood, the applicant may be required to modify the project name.
- 2) The name, address and phone of the owner, developer, applicant and plan producer.
- 3) North arrow,
- 4) Legend,
- 5) Date plans were prepared and date of any revisions
- 6) Scale clearly shown. Other than architectural elevations, all plans must be drawn to an engineer scale.
- 7) All dimensions clearly shown.

- **Existing Conditions Plan** - Existing conditions plan drawn to scale showing: property lines and dimensions, existing structures and other improvements such as streets and utilities, existing vegetation, any floodplains or wetlands and any easements on the property. The existing conditions plan shall also include the slope of the site at 5-foot contour intervals. .
- **Preliminary Development Plans**- Plans must be sufficient for the Hearing Authority to determine compliance with applicable standards. The following information is typically needed for adequate review:.

1. The subject parcel(s), its dimensions and area.
2. The location and dimensions of proposed development, including the following:

Transportation

- a. Public and private streets with proposed frontage improvements including curb, gutters, sidewalks, planter strip, street lighting, distances to street centerline, pavement width, right-of-way width, bike lanes and driveway drops.
- b. Public and private access easements, width and location.
- c. General circulation plan showing location, widths and direction of existing and proposed streets, bicycle and pedestrian ways and transit routes and facilities.
- d. Show the location and distance to neighboring driveways and the width and locations of driveways located across the street.
- e. The location and size of accesses, sight distance and any fixed objects on collectors or arterial streets.
- f. Emergency accesses.
- g. Indicate the location and size of off-street parking spaces including curbing and wheel stop locations.
- h. Proposed transit facilities.
- i. Indicate loading and maneuvering areas.
- j. Delivery truck and bus circulation patterns.

Grading and Erosion Control

- k. Indicate the proposed grade at two (2)-foot contour intervals.
- l. Indicate the proposed erosion control measures to CWS standards (refer to CWS Resolution and Order 00-7).
- m. Show areas of cut and fill with areas of structural fill.
- n. Show the location of all retaining walls, the type of material to be used, the height of the retaining wall from the bottom of the footing to the top of the wall and the exposed height of the wall.

Utilities

- o. Utilities must be shown after proposed grade with 2-foot contour intervals.
- p. Map location, purpose, dimensions and ownership of easements.
- q. Fire hydrant locations and fire flows.
- r. Water, sewer and stormwater line locations, types and sizes.
- s. Clearly indicate the private and public portions of the system.

t. Above-ground utilities and manhole locations.

Preliminary Stormwater Plan

u. Show location, size and slope of water quality facility.

v. Preliminary calculations justifying size of facility.

w. The total square footage of the new and existing impervious area.

x. The stormwater facility to CWS standards.(refer to CWS Resolution and Order 00-7).

Sensitive Areas

y. Show any and all streams, ponds, wetlands and drainage ways.

z. Indicate the vegetative corridor for sensitive areas to CWS standards. (refer to Resolution and Order 00-7).

aa. Indicate measures to avoid environmental degradation that meet CWS, DSL and Army Corp requirements.

bb. Flood elevation.

cc. Wetland delineation and buffering proposed.

dd. Location and size of all trees greater than 5 inches DBH (indicate if they are proposed for removal).

Land Use

ee. The square footage of each building and a breakdown of square footage by use. (i.e. retail, office, industrial, residential, etc.).

ff. Net buildable acres. (The land remaining after unbuildable areas are taken out, such as the floodplain and wetland areas).

gg. Net density calculation for residential use.

hh. Landscaping areas including the square footage of the site covered by landscaping and planting types. (refer to Ch. 5 of the Community Development Code).

ii. Existing trees proposed to remain and trees to be removed and the drip-lines of trees proposed to remain.

jj. Street tree location, size and type. (refer to Ch. 8, Section 8.304.06 of the Community Development Code).

kk. Bicycle parking areas. (Refer to Ch 5 of the Community Development Code).

ll. On-site pathways and sidewalk locations.

mm. Structures proposed to be built and structures proposed to remain with their dimensions and the distances to property lines.

nn. Outdoor storage areas and proposed screening.

oo. Outdoor sales and merchandise display areas and proposed screening.

pp. Truck loading and maneuvering areas.

qq. Number of parking spaces and required parking calculations based on Section 5.302 of the Community Development Code.

rr. The size and location of solid waste and recycle storage areas and screening.

ss. Location, size and height of proposed free-standing signs.

tt. Location, height and type of fencing and walls.

uu. For each lot indicated the building envelope.

- ☐ **Reduced - Proposed Development Plans** – One (1) reduced copies of the Proposed Development Plan on 8 1/2” by 11” sheets and twelve(12) reduced copies on 11” by 17” sheets.

- ☐ **Lighting Plan** – Photometric lighting plan indicating foot candle power on and along the perimeter of the site. Proposed locations, height and size of lights. (If outdoor lighting is proposed).
- ☐ **Surrounding Land Uses** – Existing land use including nature, size and location of existing structures within 300 feet. A recent air photo may satisfy this requirement if tree coverage does not block the view of buildings and accessory structures. If color is used you may submit a color original and fourteen (14) black and white photocopies. Air photos are available from Metro.
- ☐ **Architectural Exterior** – Scaled architectural sketches and elevations of all proposed structures. Include a description of materials, textures and colors. Show the size, placement and dimensions of proposed wall signs on the elevation drawings. These drawings can be done at an architectural or engineering scale. If color is used, two color copies and eight black and white copies is acceptable.

IV. **DOCUMENTS REQUIRED**

- ☐ **Title Report** – Two (2) copies of a title report available from a private title insurance company.
- ☐ **Trip Analysis** - verifying compliance with the Capacity Allocation Program, if required per 16.108.070.

V. **ADDITIONAL DOCUMENTS THAT MAY BE REQUIRED**

- ☐ **Army Corps and DSL wetland applications and/or permits** – Four (4) copies of required Divisions of State Lands and/or Army Corp of Engineers permits and/or permit applications if applicable.
- ☐ **CWS Service Provider Letter** – Four (4) copies of the CWS service provider letter if applicable.
- ☐ **Traffic Study** – Four (4) copies of a traffic study. (If required by the City Engineer).
- ☐ **Soils Analysis and/or Geotechnical Report** – Four (4) copies completed by a registered Soils Engineer or Geologist including measures to protect natural hazards. (If required by the City Engineer).
- ☐ **Tree Report** – Two (2) copies of a tree report prepared by an arborist, forester, landscape architect, botanist or other qualified professional. (If trees are on-site).
- ☐ **Natural Resource Assessment** – If required by Clean Water Services (CWS). The CWS Pre-Screening indicates as to whether this report is required or not.

- ☐ **Wetland Delineation Study** – if required by Oregon Division of State Lands (DSL) or the Army Corps of Engineers.
- ☐ **Other Special Studies and/or Reports** – if required by the Planning Director or the City Engineer to address issues identified in the pre-application meeting or during project review.
- ☐ Verification of compliance with other agency standards such as CWS, DSL, Army Corps of Engineers, ODOT, PGE, BPA, Washington County.